



# UK International Accreditation Forum Limited

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## 1. INTRODUCTION

- To describe how UKIAF deals with the applications for accreditation received from the conformity assessment bodies (CABs).
- This publication applies to all applications received from CABs requesting for accreditation or extending the scope of accreditation.

## 2. PROCESS DESCRIPTION

### 2.1 Request for Application

When an accreditation request from a CAB seeking accreditation or extension of accreditation, it will be forwarded to UKIAF relevant accreditation manager who will ensure that the potential applicant is given the information pack by from UKIAF premises or from UKIAF web site which including:

- UKIAF application form AF-5-3;
- UKIAF CAB agreement form A-CAB-5-1.
- Related assessment checklist report (self-assessment) for CABs quality system implementation;
- UKIAF regulations and publications applicable to applicant's scope;
- UKIAF scope related of areas to be accredited.

Applicants are advised to read all documents related to their scope of application prior to completing and submitting the UKIAF application form, the documents contain all the requirements for accreditation.

The application form requires very comprehensive information on the applicant's CAB. This information is necessary to allow UKIAF to judge the extent that the CAB's documented quality system satisfies UKIAF accreditation requirements.

The applicant CAB is required to complete all sections of the application form. Part I & Part III are considered general for all applicants, Part II is specific for each selected accreditation scheme by applicant choice.

The application form requires the submission of applicant's quality system documents together with the application form which described in UKIAF regulation R1G clause 3 (R-CAB-5-1\_Regulations to be met by CABs) which is included in the information package and available on UKIAF website too.

### 2.2 Receipt of Application Form.

On receipt of a completed application record for accreditation, UKIAF relevant accreditation manager is assigned by UKIAF accreditation director of UKIAF to deal with the application. He/she shall check that all documents indicated on the application record have been attached with the application. In addition, he shall be verified that all sections of the application have been completed in full.

UKIAF related accreditation manager will ask the applicant CAB representative to sign (form **List of documents received** from applicant CAB unless if the CAB receive an official letter containing a list of its supplied documents.

By signing this form or initialing the official letter, UKIAF related accreditation manager confirms the review and availability of the required resources to perform the accreditation.



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UKIAF related accreditation manager will also issue the payment order to the financial & administration manager for collecting the application fees.

Any section of the application that is not applicable to the applicant, shall be indicated as not applicable and justified by the applicant.

UKIAF related accreditation manager shall examine the quality system to check that it addresses all the key elements as specified in the relevant standards.

He also shall check if the application fee has accompanied with the application and shall ensure that all necessary information is completed.

Should any additional information or documentation be required, this will be requested from the applicant. When UKIAF related accreditation manager is satisfied that all the relevant information has been supplied the applicant shall be notified of receipt of application.

During the assessment visit, the assessors might find it necessary to acquire copies of some documents / records for the sake of the review of the technical committee.

Where the applicant has not forwarded the application fee with the completed application, UKIAF related accreditation manager shall request the finance office to issue an invoice for the appropriate amount. The finance office shall issue such an invoice within a week of receipt of the request. UKIAF related accreditation manager shall inform the applicant that the process is on hold until such time as the application fee and any outstanding information is received.

UKIAF related accreditation manager shall administer the entire application process. The information received shall be used for the preparation of the on-site assessment and shall be treated with appropriate confidentiality.

Note:

All costs associated with the initial assessment must be paid prior to the assessment date.

Failure to receive payment shall stop the application process and the applicant shall be notified by telephone and in writing. The application process shall be re-started only after receipt of the full amount.

## 2.3 Process of Application

UKIAF shall identify an appropriate assessment team (team leader, assessor/s and/or technical expert/s) according to their area of expertise to allow for pre-assessment visit (if required) and/or a full initial assessment of the applicant for the scope of accreditation.

All assessment team shall be totally independent of any connection whatsoever with the applicant to be accredited.

The appointed assessment team shall handle all applicant information in full confidential and impartial treatment.

UKIAF shall notify the applicant in writing of the names and affiliations of the nominated assessment team. The notification shall seek the approval of the applicant to the nominated team.

Objection to any nominated team members shall be in writing, include a detailed justification from the applicant CAB to his objection, and shall be lodged with UKIAF within seven



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working days of receipt of the nominations.

Failure by the applicant to object to any of the nominated team members shall be considered as acceptance of the team as a whole.

Objections from the CAB to any of the nominated assessment team will be investigated and justified to UKIAF related accreditation manager.

If UKIAF related accreditation manager is satisfied with the CAB's justification to his objection, he/she will change this nominated assessors, otherwise he/she shall inform the CAB that his objection is not accepted and UKIAF will keep the nominated team.

Accreditation manager's decision shall be final.

All team members shall be informed of the proposed assessment. UKIAF related accreditation manager shall give the both team leader and assessor/s a copy of the CAB quality system and relevant procedures for document review according to the relevant accreditation procedure.

